



**CMTN Board of Governors
REGULAR Agenda & Minutes**

January 13th, 2023

12.45pm to 3.30pm (approx.)

Venue: Terrace Best Western Ballroom, 4553 Greig Avenue

Coast Mountain College serves six First Nations in Northwest British Columbia: Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en and acknowledges the traditional territories its campuses reside on.

We also collaborate with our close neighbors in the Tahltan Nation.

Time	AGENDA ITEM	Action Required
5 min	1.0 CALL TO ORDER & TERRITORY ACKNOWLEDGEMENT	For Action
5 min	2.0 ROUNDTABLE INTRODUCTIONS	For Information
5 min	3.0 ADOPTION OF AGENDA	For Action
5 min	4.0 ACCEPTANCE OF August 26/2022 - Regular MINUTES	For Action
	5.0 PRESENTATIONS	
5 min	5.1 News Stories – H. Bastin	Presentations
5 min	5.2 Fall Semester Overview – Dr. T. Kunkel	
	6.0 PRESIDENT'S REPORT	
10 min	6.1 President's Update – Dr. L. Waye	Information
	7.0 ANY NEW BUSINESS:	
10 min	7.1 Program Overviews – Colin Elliott – Business & Access Education Kelly Swain – First Nations Fine Arts and Trades	For Information
5 min	7.2 Q2 Budget Update – M. Doyle	For Information
	8.0 COMMITTEE REPORTS	
5 min	8.1 Executive Committee & Chair's Report	For Information
5 min	8.2 Education Council	
5 min	8.3 Finance & Audit Committee	
5 min	8.4 First Nations Council	
5 min	8.5 Policy Review Committee	
	9.0 INFORMATION/CORRESPONDENCE	
	9.1 Next Meeting: February 24th, 2022	For Information
2 min	10.0 ADJOURNMENT	For Action
10 min	11.0 CLOSED DOOR – Board ONLY Discussion	For Discussion

PLEASE NOTE: Meeting Minutes Provided on Second Page

CMTN Board REGULAR Meeting Minutes
January 13th, 2023
Venue: Terrace Best Western – Skeena Room

Attendees:

N. Halbauer – Board Chair
S. McPhail – Board Vice Chair
Dr. L. Wayne – CMTN President & CEO
D. McRae – Community Member & Chair, Finance Committee
J. Wesley – Community Member, Terrace
M. Denton – Community Member, Pr. Rupert
M. Horner – Community Member, Kitsumkalum
A. Jonker – Community Member, Terrace
D. Smith – Community Member, Pr. Rupert
D. Ponce – Student Board Member, Terrace
P. Michell – Chair, First Nations Council
M. Burrows – Chair, Education Council
E. Shack – Elected Union Representative
R. Riesen – Elected Union Representative
Dr. T. Kunkel – CMTN Vice President, Student
M. Doyle – CMTN VP Corporate Services

1. **CALL TO ORDER** at 12.45pm by Chair, N. Halbauer with Territorial Acknowledgements by Vice Chair, S. McPhail

2. **ROUNDTABLE Introductions – By All**

3. **ADOPTION of Agenda**

On a motion made by D. McRae and seconded by P. Michell:

“TO adopt the January 13, 2023 Regular agenda as presented”

All in Favor -

MOTION CARRIED

4. **ACCEPTANCE of August 26,2023 Minutes**

On a motion made by A. Jonker and seconded by M. Horner:

“TO adopt the minutes from the August 26, 2023 Board Regular minutes as presented”

All in Favor -

MOTION CARRIED

5. **Presentations:**

5.1 **Good News Stories – H. Bastin**

- Student housing continues to generate CBC news on totem pole raising and Canadian consulting engineering award given to the building
- A CMTN mailing document will be going out to all communities in the North West for information.
- Kitimat offering of ECE is up and running and covered by the news (13 of 14 seats filled)
- Nursing awards of \$1500 are now offered to every first year student registered. This helps with recruitment and the information has been shared with social media and local news.
- Social media highlights over 200 engagements which is excellent.
- Donor Dinner will be held on January 19, 2023 organized by the CMTN Foundation.
- Student Ambassador Program – Questions from table.

Action: H. Bastin will share more information with Board regarding the Student Ambassador Program.

5.2 Fall Semester Overview – Dr. Titi Kunkel

Power Point Presentation

- Dr. Kunkel broke down the years of registration numbers and courses providing an overview of Fall registration to the Board.
- The breakdown included numbers covering Indigenous, Non-Indigenous and International students. At the moment CMTN is happy to welcome students from eight (8) different countries.

6.0 PRESIDENTS REPORT -

6.1 President's Update – Dr. Laurie Waye

Power Point Presentation and Written Report at table

- Additional Update on Contact North -
Breakdown of the Contact North Program over view
Addition of Contact North Information - 3rd year of 4th year funding envelope. Budget is Feb.28th so there will not be an update at the Feb. 24th meeting.
- Update on Staffing Changes to President's Office – Patricia Pryce will be in the position of Director, President's Office as of February 1st and Kim Quibell will be in the position of Coordinator, President's Office. Dr. Waye breaks down the priorities of each position.
- Government Update –
Ministry name change to 'Ministry of Post-Secondary Education and Future Skills (including Immigration and foreign credentialing). New Minister is the Honorable Selina Robinson and our Deputy Minister is the Honorable Bobbi Plecas.

7.0 ANY NEW BUSINESS

7.1 Program Overview

Colin Elliott, CMTN Dean of Business, Access Education & Libraries AND
Kelly Swain, CMTN Assoc. Dean of Trades & First Nations Fine Arts

- C. Elliott and K. Swain provide an update on the CMTN Experiential Place-based Learning within their programs and included information on campuses and communities including Kitselas, Kitimaat Village, Prince Rupert and Gitlaxt'aamiks.

7.2 Q2 Budget Update – M. Doyle

- Short update on Q2 budget provided at table by M. Doyle
- M. Doyle noted that surplus is allowed to be used by CMTN for capital projects with government permission.

8.0 COMMITTEE REPORTS

8.1 Executive Committee & Chair's Report – S. McPhail

- Board Chair, N. Halbauer is grateful to Shannon McPhail for stepping in to the Vice Chair's position.
- S. McPhail - Attended meeting with Minister Robinson and Dr. L. Waye which went well and was very positive and we are hoping that the Minister will visit CMTN soon.
- S. McPhail engaged in organizing for the upcoming Board Governing Training on January 14/2023.

8.2 Education Council – Chair, M. Burrows

Written report provided at table

M. Burrows noted some of the action items completed including:

- EdCo has passed new bylaws.
- Terms of Reference (TOR) reviewed and significant changes have been made to the TOR for the International
- Education Committee and newly named Articulation and Curriculum Committee (ACC).
- Academic dates for the new year have been approved.

- Noted that a new EdCo Board Member Election will need to be held.

ACTION:

Addition to the April 2023 Board Agenda – Board Secretary

8.3 Finance & Audit Committee – Chair, D. McRae

- Finance Committee met on December 1, 2023 to discuss the Auditor. BDO is the current CMTN Auditor.
- Went out to bid with three responses and one successful candidate.
- KPMG was the successful accounting firm. KPMG is out of Prince George, BC.
- Due diligence was done prior to the selection of the firm.
- KPMG will start as of May 2023.

8.4 First Nations Council – Chair, P. Michell

- Have a meeting scheduled Jan. 20th and will be focusing on Terms of Reference.
- FNC really appreciated the joint meeting with the Board in April 2022.
- Currently reviewing the priorities that were set and it is encouraging that some of the actions included in stepping stones document already in action at CMTN.

8.5 Policy Review Committee – Chair, D. Smith

- Met on December 14, 2023
- Review of Policy GP#8.3 and made significant changes to the policy.
- D. Smith advises the table that there will be a five (5) year review of policies.

On a motion made by D. Smith and seconded by M. Denton:

“TO accept the noted changes to Policy GP8.3 as presented”

All in Favor –

MOTION CARRIED

HOUSEKEEPING ITEMS –

Physical document looks different and Lorna Lyons has developed a document for writing a procedure to clean up and standardize.

Noted that Board and PC will be adopting this new format/template/procedure from here on in.

On a motion made by D. Smith and seconded by A. Jonker:

“TO accept the new Policy Committee templates as presented”

All in Favor –

MOTION CARRIED

10.0 NEXT BOARD MEETING scheduled for February 24th via Blue Jeans video conference.

11.0 ADJOURNMENT

On a motion made by consensus

“TO adjourn the CMTN Board Regular meeting”

The meeting was adjourned at 2.41pm